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DD/S 61-2745

Approved For Release 2005/08/16 : CIA-RDP70-00211R000800080038-3

11 AUG 1981

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MEMORANDUM FOR:
Office of the Deputy Director (Support)

SUBJECT : IG's Recommendation on Couriers

1. This memorandum is for information only.
2. The Office of Personnel is conducting a study of the Courier positions throughout the Agency for the purpose of clarifying and standardizing position titles and grade levels of Courier positions. Upon completion of the study, a position classification standard for Courier and Messenger positions will be published.
3. Under Civil Service Standards, all Agency courier positions would be classified as Messengers and most of them downgraded. We will, however, review the situation carefully to determine the significance of security implications and recruitment problems with the objective of establishing a realistic standard compatible with Agency needs.
4. It is expected that the standard will be completed and coordinated for implementation sometime in September. Any substantial downgradings which may result will be postponed until after the move to the new building.

Chief, Salary and Wage Division

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FORM NO. 241
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